Invest In Your Health

2014 BENEFITS OPEN ENROLLMENT

Quick Step Guide

Below are the steps to follow to enter benefits enrollment selections for State of Indiana benefits eligible employees. It is important to read and follow all open enrollment instructions carefully.

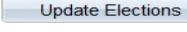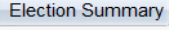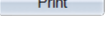|	
1.	Log onto your **PeopleSoft** account using the PeopleSoft link: https://hr85.gmis.in.gov/psp/hr91prd/?cmd=login&languageCd=ENG If you do not have your PeopleSoft **Password**, please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.
2.	On the main page, locate the **Open Enrollment Elections** section, and click the **Enter Elections** [Enter Elections] button.
3.	Review your personal information in the Personal Information Summary. If you need to add or update: • your home or mailing address, click the blue **Change home/mailing addresses** button; • your phone numbers, click the blue **Change phone numbers** button; • your emergency contacts, click the blue **Change emergency contacts** button; • your email addresses, click the blue **Change email addresses** button; • your ethnic groups, click the blue **Change ethnic groups** button; Click the **Save** [Save] button and the **OK** [OK] button after each change. After all information has been updated, click the **Return to Personal Information** [Return to Personal Information] link to return to the **Personal Information Summary** page. **Note:** If any changes to **marital status or employee information** are required, contact your agency human resources department, so they may update their records.
4.	Click the **Proceed to Benefits Enrollment** [Proceed to Benefits Enrollment] button.
5.	Click the **Select** [Select] button to make your Open Enrollment benefits elections.
6.	Click the **Edit** [Edit] button next to Medical.
7.	Click the **Option** ⊙ button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the **Waive** option.
8.	Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll checkbox is marked. To add or make changes to dependents, click the **Add/Review Dependents** [Add/Review Dependents] button. To add a dependent, click the **Add a dependent or beneficiary** button. To make changes to a dependent, click on their name and then the **Edit** [Edit] button. After all changes are completed, click the **Save** [Save] button, click the **Return to Enrollment Dependent/Beneficiary Summary** [Return to Enrollment Dependent/Beneficiary Summary] link, and click the **Return to Event Selection** [Return to Event Selection] link. Not entering a Date of Birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; **DO NOT** add/duplicate information to correct/change relationship or status.
9.	When finished, click the **Update Elections** [Update Elections] button to review your election information. Click the **Update Elections** [Update Elections] button to return to the plan summary page. (Employees selecting a CDHP will have to verify eligibility by reviewing the requirements and selecting the **Yes** or **No** button).

10.	If you selected a Consumer Driven Health Plan (CDHP), click the **Tower Bank** Tower Bank link to complete the Towerbank application. The employer code is **100366**. You will need the social security numbers and birthdates of all beneficiaries and authorized signers. On the same page go to the "**Select an Option**" section and choose which HSA plan you wish to enroll and enter your <u>annual</u> contribution to your HSA (if any) in the "Total Employee Elected Contribution Amount" box. When finished, click the **Update Elections** [Update Elections] button to review your election information. Click the **Update Elections** [Update Elections] button to return to the Open Enrollment page.
11.	Repeat steps 6 – 9 to select Dental and Vision plans.
12.	Click the **Edit** [Edit] button next to Medical Spending Account. Click the **Option** ⦿ button if you wish to enroll.
13.	Enter the amount you wish to contribute into the **Annual Pledge** field. If you need help figuring out how much to contribute, PeopleSoft provides a maximum contribution calculation.
14.	When finished, click the **Update Elections** [Update Elections] button to review your election information. Click the **Update Elections** [Update Elections] button to return to the Benefits Enrollment page.
15.	Repeat steps 12 – 14 to enroll in the Dependent Spending Account
16.	Click the **Edit** [Edit] button next to Basic Life. Select the **Option** ⦿ button to enroll.
17.	Scroll to the bottom of the page to review your beneficiary information. Click the **Add/Review Beneficiaries** [Add/Review Dependents] button to make any changes.
18.	Review the Primary and Secondary beneficiary allocations. Click on the Beneficiaries name to update their information, Click the **Edit** [Edit] button and make changes. Click the Return to Dependent/Beneficiary Summary Return to Dependent/Beneficiary Summary when complete.
19.	When finished, click the **Update Elections** [Update Elections] button to review your election information. Click the **Update Elections** [Update Elections] button to return to the Benefits Enrollment page.
20.	Repeat steps 16 – 19 to enroll in Supplemental Life.
21.	Click the **Edit** [Edit] button next to Dependent Life. Click the checkboxes ☐ next to each dependent's name to enroll them in the plan.
22.	When finished, click the **Update Elections** [Update Elections] button to review your election information. Click the **Update Elections** [Update Elections] button to return to the Benefits Enrollment page.
23.	To submit your elections, click the **Submit** [Submit] button.
24.	Click the **I Accept** option to accept or **I Decline** option to decline for the **Non Tobacco Use Agreement**.
25.	Click the Payroll Deduction Authorization checkbox ☐ to authorize your deductions.
26.	Click the **Submit** [Submit] button.
27.	Click the **OK** [OK] button.
28.	If properly completed, the Benefits Enrollment page will show the Event Status as **Submitted.** Click the Election Summary [Election Summary] and a new screen summarizing your benefit elections will generate**.** Review your elections carefully. If the Election Summary [Election Summary] reflects your desired elections, click the Print [Print] button and keep a copy of your elections for your permanent records. If you need to make any changes by clicking the **Select** [Select] button on the Benefits Enrollment page and following the above steps. Once elections are correct: ensure the Event Status shows **Submitted** and click the Print [Print] button and keep a copy of your elections for your permanent records.
29.	**End of Procedure.**

Pease contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free to 1-877-248-0007. Employees within the Indianapolis area 317-232-1167.